



PLANNING PERMISSION APPLICATION PROCESS



Purchase application forms online or at any of the LUSPA offices.

Complete the application form.

An applicant shall pay the processing fee as indicated in the Fees and Charges (Miscellaneous Provisions) Regulations, 2023 (L. I. 2481)

Submit completed forms with all required attachments to the **LUSPA Office (head office or Regional Office)** within the region the development is being undertaken or online.

The committee shall conduct an inspection of the site within **14 days** of receipt of the application.

The Technical Committee comprising the technical staff of LUSPA shall convene a meeting to review the application.

The committee shall submit a report on its findings and recommendations not later than **21 days** after receipt of the application to the Chief Executive Officer of LUSPA.

Based on the report, a planning permission may be granted, refused or deferred.

Where an application is granted approval, the applicant shall pay a planning permission fee.

Where an application is granted an approval, the applicant will be issued with a signed approval form and certificate within **30 days** after receipt of the application.

Signatory to approval forms and certificates shall be the Chief Executive Officer of LUSPA.